



**Approved
April 24, 2007**

**ABAG PLAN CORPORATION
Risk Management Committee Regular Meeting
Summary Minutes**

**Wednesday, December 6, 2006
101 Eighth Street
Oakland, CA 94607
Conference Room A**

Presiding

Larry Anderson, Chairman

Jurisdiction

Burlingame

Committee Members Present

Jeff Killian
Lee Ann McPhillips
Julie Carter
Laura Allen

Millbrae
Gilroy - by Teleconference
Dublin
Colma

Committee Members Absent

Jeff Maltbie
Kristi Chappelle

San Carlos
Foster City

Representative Present:

Cathie Bigger Smith

Bickmore Risk Services

Staff Present – ABAG PLAN Corporation

Marcus Beverly, ABAG Plan Risk Manager
Angela Salsbury, ABAG Plan Claims Manager
Carol Johnson, ABAG Plan Secretary

1. Call to Order:

Chairman Larry Anderson called the meeting to order at 10:10 a.m.

2. Public Comments:

None

3. Approval of Minutes:

Minutes of April 6, 2006, meeting approved as submitted.
/M/Carter/S/Allen/C/unanimously approved

4. Risk Management Program Staffing and Funding:

Marcus Beverly presented a report recommending the committee approve hiring a risk management analyst to support and administer the PLAN's risk management activities. The draft job posting was reviewed and discussed with the committee, and the members agreed to have someone from the committee on the interview panel.

The committee members expressed their desire to make sure the person has enough clearly defined tasks to avoid "job creep" into other areas or more administrative tasks. Staff provided feedback regarding specific job duties such as working to improve the value of the claims data and reports from our Business Intelligence software and looking for trends as they develop. Other duties include member communications, maintaining the training calendar and managing the Sewer Smart program.

The recommendation to approve hiring a risk management analyst was approved as presented in the staff report. /M/Killian/S/Carter/unanimously approved.

The committee then discussed the report's recommendation that we continue funding these services from reserves rather than including the staff position in the administrative premium. Members discussed the goal of funding risk management programs from reserves as a means of rewarding members but targeting the funds where they will have the most impact on reducing losses. The upcoming change in allocating the administrative premium was also discussed as a factor in the recommendation.

The recommendation to continue funding the services to be performed by the risk management analyst from reserves was approved as presented in the staff report. /M/Carter/S/Killian/unanimously approved.

Staff also provided an update on the program budget balances and expected expenses over the next six months. It is expected that funds will be depleted for the best practices project before the end of this fiscal year. Staff will work with Cathie Bigger-Smith and Bickmore Risk Services to prepare an updated scope and budget for 2007. An update will be provided at the Committee's next meeting on April 4, 2007.

5. New Risk Management Policy Performance Standards:

Marcus Beverly presented a set of recommended additions to the Risk Management Policy (RMP) and Performance Standards, including new standards for aquatics and special events.

The special events best practices focus primarily on getting the appropriate person to sign permits or contracts and verify they have or will obtain the appropriate insurance, including liquor liability as needed. The aquatics best practices are the result of advance planning for our safety training in Newark on April 17, 2007. They will be presented and introduced as part of that training, with the goal to present to the Board for approval on June 6, 2007.

The committee and staff also discussed proposed training in Employment Practices Liability (EPL) and the desire to include a set of EPL best practices in the next update of the RMP. Staff will continue to work with the law firm presenting the training and solicit input from the members regarding the best practices. Other exposures staff is working on include landlord liability and Para transit operations.

The recommended additions and other training topics were reviewed and discussed with the Committee members. Approval of the presented recommendations was tabled for the next Committee meeting, when they will be presented as part of the revised RMP.

6. Risk Management Program – Update:

Cathie Bigger-Smith presented an update on our members progress in achieving our best practices, with a PowerPoint presentation covering those who are grant eligible, close, or still with work to do. Reported grant Eligible cities are; Dublin, Colma, Burlingame, San Carlos, Saratoga, Hillsborough, Millbrae and Portola Valley. Another nine members are very close to completion, with twelve working on completion and only two not yet begun.

Cathie also provided an update on training activities, upcoming training opportunities, and suggestions for future activities. She reported over-all the Risk Management Program is going in a positive direction and is optimistic we will continue to make progress. The goal is to maintain the momentum and to continue to identify risk exposures for members, develop “best practices” standards for any new areas, and to keep current in addressing the program’s needs.

The committee members and staff discussed the update and the list of suggested activities. The members expressed a desire to repeat the safety survey to gauge the success of the program in raising awareness of risk management. Staff agreed to include it in our next scope of services for completions sometime in FY07-08.

7. Other Business: none

8. Adjournment: meeting was adjourned at 12:25 p.m.

Respectfully Submitted,



Marcus Beverly
Risk Manager and Secretary